



Memorandum

To: Variance applicant
From: Planning and Development Services
Date: October 3, 2003
Subject: Variance application requirements

Please provide the following with your completed application for a variance:

- Fifteen 11" x 17" copies of the plot plan, survey, or site plan with the requested area for the variance clouded;
- A filing fee of \$150.00;
- Mailing labels for all property owners within 200 feet of the property;
- Postage equating to the total number of mailing labels; and
- The property owner's signature with complete notary block.

Following the receipt of the completed application and the above materials, the City of Frisco will schedule your request for consideration at a future Board of Adjustments meeting. You will be notified of the meeting date. If you have any questions, please call Planning and Development Services at (972) 335-5540.

Thank you.

APPEAL TO THE BOARD OF ADJUSTMENT
City of Frisco, Texas
Case No. _____

FILING FEE: 150.00
Receipt No. _____
Receipt Date _____

PLEASE TYPE OR PRINT USING BLACK INK

DATA RELATIVE TO VARIANCE REQUEST:

Street Address: _____ Zoning District: _____
Lot Number: _____ Block Number: _____ Addition: _____

TO THE HONORABLE BOARD OF ADJUSTMENT:

(Applicant) _____ (Applicant's Phone Number) + (FAX) _____

(Applicant's Street Address City State Zip)

In accordance with the provisions of the Zoning Ordinance, appeal is now made to the Honorable Board of Adjustment to grant the following variance request:

In order to make a finding of hardship and to grant a variance, the Board of Adjustment must determine that all of the following conditions are met. State how your request meets these conditions. Please note that the stated hardship may not be financial nor self-induced.

- a. The requested variance does not violate the intent of the ordinance or its amendments:

- b. Special conditions or restricted area, shape, topography, or physical features exist that are peculiar to the subject parcel of land and are not applicable to other parcels of land in the same zoning district:

- c. The hardship is in no way the result of the applicant's own actions:

- d. The interpretation of the provisions in this ordinance or its amendments would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district, that comply with the same provisions:

PLEASE CHECK ONE:

☐ I will represent this variance request at the Board meeting.

☐ I will not be able to represent this variance request at the Board meeting. My authorized representative, who will request this variance before the Board of Adjustment is:

Name (Please print)		Telephone Number	
Street Address	City	State	Zip

PLEASE COMPLETE THE FOLLOWING INFORMATION IF OTHER THAN APPLICANT:

Property Owner (Please Print) Telephone Number

Street Address City State Zip

Tenant Name (Please print) Telephone Number

Street Address City State Zip

I do hereby certify that the above statements are true and correct to the best of my knowledge.

(Applicant's signature) (Date)

STATE OF TEXAS
COUNTY OF COLLIN

Subscribed and sworn to before me this ____ day of _____, 19__, by _____, who, on his/her oath certifies that the above statements are true and correct to the best of his/her knowledge.

My commission expires: _____
(Notary Public)

If the owner of the subject property is not the applicant, by signing below, the owner authorizes the applicant or his authorized representative to make this application on its behalf and to appear before the Board.

(Owner) (Date)

STATE OF TEXAS
COUNTY OF COLLIN

Subscribed and sworn to before me this _____ day of _____, 19____, by _____, who, on his/her oath certifies that the above statements are true and correct to the best of his/her knowledge.

My commission expires: _____
(Notary Public)

NOTES TO APPLICANT:

The Applicant, or Authorized Representative must submit fifteen (15) copies of the plot plan/survey with the requested area for variance highlighted.

All fees must be received prior to placement on the Board of Adjustment Agenda.

Meetings shall be called at the discretion of the Chairman of the Board of Adjustment, and will be held in accordance with the Open Meetings Act.

A Notice of Meeting will be sent only to the Applicant, or to the Authorized Representative if one is designated.